



Dissertation Check List

University Library

The University Library will use the following checklist to determine that submitted dissertations have complied with the Dissertation Manual, and are suitable for acceptance for final revisions before publication. If the dissertation contains **ANY** component that does **NOT** comply with this checklist, the dissertation **will be returned** and the student's graduation **will be postponed** until the following semester provided that the dissertation when returned is in compliance with the Dissertation Manual and the checklist below (PEC 12/12/2017).

Please note that all students must consult the **most recent edition** of the style manual used in their disciplinary field.

- Dissertation is submitted on or before the deadline for submission posted in the academic calendar
- All documents and required sections as per the Dissertation Manual are present, this includes but is not limited to the abstract, acknowledgements, tables of contents, appendixes etc.
- ALL documents requiring a signature are present and signed
 - Cover page
 - Dissertation Manual Acknowledgement
 - Copyright Acknowledgement
 - Library Release Form
 - Signatures and signed documentation are clear and legible
- IRB approval
 - Present, clear and legible
- Table of Contents
 - Formatted correctly
 - Contains list of tables and list of figures (if appropriate)
 - Page numbers correspond to headings in the text
 - All headings in text are represented on the table of contents
- Each Chapter begins on a separate page
- No informal first person. Dissertations must be written in formal first person without the use of "I," "me," etc. No second person or third person is permitted.
 - Incorrect: Furthermore, the researcher collected data in a nameless electronic form, which was designed to maintain confidentiality.
 - Correct: Furthermore, to maintain the confidentiality of participants, the study will use a nameless electronic form to collect data.
- Tables, Figures and Charts
 - Tables and Figures are in APA format
 - Tables and Figures do not overlap pages
 - Tables Figures and Images
 - have appropriate attribution

- are in the public domain, or
 - produced by the author of the dissertation, or
 - copyright permission/release is provided if reproducing or adapting someone else’s work that is not in the public domain.
- Headings: heading usage complies with the Dissertation Manual
- Dissertation is double spaced
- Margins are in compliance with the Dissertation Manual
- Dissertation is submitted in PDF format through ProQuest as directed in DissertationManual
 - Pages must not be askew, this includes the signature pages
 - Pages must be clear and legible
 - All parts of the dissertation must be present
- References / Bibliography
 - Contains no more than ten (10) errors
 - Students should pay special attention to journal and newspaper articles to ensure that dates, volume number, issue number and page number are all present. Other common errors are incorrect references for edited chapters and websites
 - References must match internal parenthetical citations.
 - All links containing “Proxy” information are removed, see example
 - Mornement, K. M., Coleman, G. J., Toukhsati, S., & Bennett, P. C. (2010). A review of behavioral assessment protocols used by Australian animal shelters to determine the adoption suitability of dogs. *Journal of Applied Animal Welfare Science*, 13(4), 314-316. <http://proxy.stu.edu:2048/login?url=https://search.proquest.com/doi-view/880197935?accountid=14129>
 - **This link contains proxy information and should be removed.**
- Parenthetical Citations
 - Must match reference list, unless they are referring to personal communication
 - No more than five (5) parenthetical errors
 - Parenthetical citations must match and correspond correctly to the reference list
 - Multiple parenthetical citations must be in alphabetical order

Dissertation Chair Signature _____ Date _____

Student Name (Print) _____ Date _____

Student Signature _____ Date _____